

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2008 – 0008

***To:* HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

***Subject:* Update to the on line HR Handbook – Work Schedules & Leave
Section added**

***Issue Date:* August 29, 2008**

This is to advise agencies that the *Work Schedules and Leave* section of the HR Handbook is now available on line. This replaces “Part 5 – Attendance and Leave” of the Civil Service Personnel Manual.

REASON FOR THE CHANGE: In accordance with General Circular 1447, the Department of Civil Service is replacing the Civil Service Personnel Manual with the online HR Handbook. The addition of the section on “Work Schedules and Leave” is designed to assist agencies in interpreting and implementing Civil Service Rules related these topics.

If you would like any additional information, or if you have any questions, please contact your [Civil Service Assistance Coordinator](#) via email or at 225-342-8274.

Sincerely,

s/Anne S. Soileau
Director